[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Important: Missed Mammogram Screening Appointment

Dear [Patient Name],

We missed you at your scheduled mammogram appointment on [Date] at [Time].

Regular mammogram screenings are the most effective way to detect breast cancer early, often before any symptoms appear. Early detection significantly increases the success of treatment and improves long-term health outcomes.

Your health is our priority. We encourage you to reschedule this important screening as soon as possible. You can do so by:

- Calling our scheduling office at: [Phone Number]
- Visiting our patient portal at: [Website URL]
- Replying directly to this letter if sent electronically.

If you have already rescheduled or have recently had your screening at another facility, please let us know so we can update your medical records.

If you have any concerns or questions about the procedure, please do not hesitate to contact us. We are here to support you.

Sincerely,

[Clinic/Hospital Name]
[Department Name]
[Contact Information]